

# CONNECTICUT TECHNICAL EDUCATION AND CAREER SYSTEM BOARD

## Minutes of Meeting – November 13, 2018

Pursuant to notice filed with the Secretary of State, the Connecticut Technical Education and Career System Board (hereafter “Board”) met on November 13, 2018 at A. I. Prince, 401 Flatbush Avenue, Hartford, CT

### I. Call to Order at 1:40 pm

Present: Mr. Robert Trefry, Chairperson of the CTECS Board  
Mrs. Patricia Keavney-Maruca, Vice Chairperson of the CTECS Board  
Ms. Karen Eichstaedt, CTECS Board Member  
Jeffrey Wihbey, Superintendent of Schools  
James Chasse, CTECS Education Consultant  
James Mindek, Director of Technology, Operations  
Joe Uccello, CTECS Management Consultant  
Vincent Diana, CTECS Education Consultant

On the Phone: Commissioner Catherine Smith, CTECS Board  
Daisy Coco De Fillips, CTECS Board Member  
Ms. Maura Dunn, CTECS Board Member

Absent: Mr. Peter Hoecklin, CTECS Board Member  
Mr. Fitz Walker, CTECS Board Member  
Ms. Andrea Comer, CTECS Board Member

### II. Public Participation

There was no public participation.

Students: Sophomores: Hari Rai – Auto Collision & Repair  
Aunsera Roberts – Masonry  
Juniors: Marines Arroyo-Reyes – Bioscience & Environmental Technology  
Kevin Falcon – Sound Production

Student Presentations: Seniors: Sugeiry E. Pagan – Advanced Manufacturing  
Kyaw Kya – Advanced Manufacturing

### III. Welcome

Chairman Trefry thanked Principal Mello for hosting today’s meeting and for the tour of the Sound Production trade area. The Board members were very impressed with their presentation and thanked the instructors and students for sharing their work. In addition, the food was wonderful.

Mr. Mello is very proud of his students and staff.

### IV. Executive Session

The Board did not go into executive session.

## V. Items Requiring Action

We do not have the numbers for a quorum.

### Update for the Outreach & Finance Subcommittee

Pat Keavney-Maurca

The Outreach and Finance Subcommittee met on November 13, 2018 just prior to today's CTECS Board meeting. The Committee did not have a quorum. The committee received an update on the Expenditures & Revenue Reports, Pell Grants Update for 2017-2018 (\$55,528.00) and Pell Grants Update for 2018-2019 (\$316,940.00) we are totally functional this year.

## VI. Report of the Superintendent of Schools

### A. Expenditures & Revenue

James Chasse

There are 200 vacancies, 58 are on hold and that leaves 142 positions that Mr. Wihbey would like to pursue these positions for refill. 61 of the 142 positions are approved by OPM. Assuming we fill those positions in a timely fashion around end of November or beginning of December, we should end the year with a surplus of \$365,000 in the payroll account. However if the 142 positions are filled we would have a deficit of about \$1.6M.

*Correction from this morning that 61 of the approved positions 47 are instructional positions, 22 academic, 15 trades, and 10 guidance/special education/student support.*

**The district has submitted two requests for consideration:** First request: \$2.0M for the replacement of classroom and networking technology equipment including smartboards, Chromebooks and laptops. Second request: \$1.8M for various infrastructure repairs across the district was submitted to keep schools safe and operational.

There is uncertainty whether the Bond Commission will meet due to the change in Administration.

### B. Strategic Operating Plan

Jeff Wihbey

Breaking out into developmental groups connected to the goals, we are working on from the board retreat in September. Another steering committee meeting is planned. Delivery chain, are being developed which includes target strategies, time lines people responsible and budget connections for the strategic operating plan.

The draft plan will be reviewed at, faculty meetings. The feedback from the faculties will be brought back to the steering committee for a final cut. The next step would be the presentation to the board for advice and hopefully approval.

### C. Transition of Board Technology

Jeff Wihbey

The IT department is working on including skype technology to allow members to video chat into the board meetings.

**D. Biennial Summary Update from the Quality & Policy Subcommittee** Vincent Diana

Mr. Vincent Diana, CTECS Education Consultant provided a brief summary of the district's Biennial Report as required by Section 10-95k of the Connecticut General Statutes. The report included information regarding Public Act No. 17-237, which includes the establishment of the technical high school system as an independent agency. Mr. Diana went on to summarize various school enrollment numbers, applicant data, and capacity calculations as well as graduate follow-up and assessment performance data. Four schools were noted in the report as being under 70% of their enrollment capacity (Whitney, Grasso, Vinal, Windham), School construction as well as poor building conditions were discussed as some of the reasons for the under enrollment.

Mr. Trefry questioned Mr. Wihbey on how he views this report? These are Mr. Wihbeys's two most important items:

1. Some locations have lower enrollment due to the buildings being in disrepair. This is the case for Windham and Vinal. However, Wright is under enrolled for other complicated issues. Grasso Tech had an uptake in 9<sup>th</sup> grade enrollment this year. We need to make sure are facilities are equitable situated across the district. Also, we may need to include a more rich adult programming at Vinal Tech.
2. Some of our student come to us less prepared in basic skills. Students coming to our schools and different types of delivery things extended school day or extended school year. One of the dilemmas is that students are being pulled out of shop to have reading intervention. Maybe this can be corrected with instructional swing shifts. However, we need to be efficient about this process and not incur more costs with these changes. Students who do not need this academic training maybe be able to have more enrichment time in their trades. Our district grade 9-12 programs are very successful however; we need to look into more affluent programs.

**VII. Report of the Chair**

Robert Trefry

Mr. Trefry spoke with the Legal Counsel at the SDOE about the election and what happens when the new governor is in place. Everyone stays in place until new members are appointed and in some cases, board members may be reappointed to their positions. Chairman Trefry was worried about quorums and losing members and we will be fine.

The Superintendent indicated that the report and recommendations about the CTECS admission process, which the legislature required the State Department of Education to prepare, has been completed. Board members will be getting a copy of this report soon. The report and recommendations will be discussed at the December Quality and Policy Committee and full Board meetings.

## **VIII. Committee Reports continued**

### **A. Quality and Policy**

Karen Eichstaedt

The Quality and Policy Subcommittee met on November 13, 2018 just prior to today's CTECS Board meeting. The Committee did not have a quorum.

- ❖ The committee received an update on the Biennial Summary (2016-17 & 2017-18). The district needs to improve the tracking of our graduates and create a better Alumni network.
- ❖ Vacancy Update
- ❖ Substitute Credentials Follow-up/Frontline Software
- ❖ Master Schedule Timeline – Course selection to begin by January. Then Superintendent Wihbey would like to have a working master schedule by June 1, 2019. We have not been able to reach this goal in the past. However, Mr. Wihbey would like to achieve this goal. The district may need to make some tough decisions about specific sections in the master schedule and the amount of students we accept in certain schools based on the master schedule numbers for next year.
- ❖ Bullard-Havens Construction Project – It seems the best route for this school would be a brand new building and reposition in a better area.
- ❖ Windham Tech Construction Project – This is an old building and the location is hard to find. It would be wonderful to find a piece of property that is state owned to build a new school and one that is title 9 compliant.

### **Update of OPM**

A joint meeting was held last month that included staff from OPM, President of SVFT, Vice President AFSA, HR Director, Mr. Trefry, and Ben Barnes. It was about the LEAN presentation from last month's meeting. Ben Barnes is free and open to an internal process leading up to the reduction of steps in the hiring process

There are two layers of recommendations:

Good state 180 days to 40-60 days. Great state 180 days to 28 days.

Ben Barnes has offered a great solution of we can analyze current roles and identify what we really need for next year. We could post anticipated vacancies. It would speed up the paperwork and recruitment. March and April are very important hiring months and this procedure would help us to get the "cream of the crop" for teachers.

### **Update of Master Schedule related to hiring**

The master schedule analysis process needs to be utilized to make sure our priorities are met and schedule efficiently. Staff needs to match enrollment.

Committees are doing a great job. If you would like to discuss more items at the meeting, it is important to let Jeff know.

It has been 21 months that Jeff has been the Superintendent of Schools. Jeff enjoys visiting classrooms and he will always be a schoolteacher. That is a good reminder of why we are all here. Today was enjoyable and he is proud of Mr. Mello, he is an outstanding Principal. Mr. Mello is doing a great job! Jeff is really happy with the progress are district is making.

Jeff Wihbey is Great Leadership!!! (Round of Applause)

**IX. Public Participation**

There was no public participation.

**X. Adjourn**

The CTECS Board adjourned its meeting at 2:36 pm

Prepared by:   
Karen Faust  
CTECS Secretary